

# Manager, Industrial Commission

## Non-Classified Classification

### [Idaho Industrial Commission](#)

**Open for Recruitment:** July 21, 2016 - August 1, 2016

**Announcement #** NONCLS054678

**Salary Range:** \$28.00 - \$32.00 per hour [-Plus Competitive Benefits!](#)

**Location(s):** Boise

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**The Idaho Industrial Commission is charged with administering the Worker's Compensation Laws of the State of Idaho. The Commission is seeking a full time manager to oversee its Worker's Compensation Claims/Benefits Department. This department is responsible for ensuring that worker's compensation insurance carriers promptly pay benefits to injured workers.**

### **RESPONSIBILITIES INCLUDE:**

Plans and organizes all aspects of the Benefits Administration Department operations. Establishes and implements program objectives, policies, and operating procedures; identifies needs and develops section budget; hires, trains, directs, and evaluates professional and clerical staff; and assesses staff training needs and develops or arranges for training.

Develops strategic plans in support of the Benefits Administration Department and the strategic direction of the agency. Compiles statistical and activity reports; evaluates reporting requirements and procedures to ensure program compliance with state and federal standards; evaluates program effectiveness and takes corrective action; acts as agency representative in all matters relating to benefits payments, and the investigation of questions and complaints; coordinates development and implementation of automated system changes and enhancements; proposes legislation and represents the agency before the legislature to address or resolve claims issues covered under the Idaho Worker's Compensation Law.

### **The Preferred Candidate will Possess the Following:**

- Bachelor's degree in related field or equivalent work experience
- Good knowledge of management practices
- Good knowledge of insurance, legal, and medical procedures
- Experience that demonstrates considerable knowledge of the Idaho Worker's Compensation Law

- Experience supervising professional staff
- Experience analyzing and interpreting laws and regulations as a basis for decision-making; compiling, analyzing, and organizing data for records and reports
- Experience determining compliance, exemptions or liability for coverage under the Worker's Compensation Law
- Demonstrated skills in problem solving and conflict resolution
- Proven interpersonal and negotiation capabilities
- Experience conducting group training

For this position, extra consideration will be awarded if Veteran Status can be demonstrated. If requesting Veterans' Preference, you must provide supporting documentation demonstrating eligibility, i.e. SPB-1a, DD 214, etc.

**A Criminal background check must be completed prior to appointment with the Idaho Industrial Commission.**

**TO APPLY: Mail or deliver a cover letter and résumé outlining experience and education, and references to:**

**MS. DANI SPURNY, HUMAN RESOURCES DEPARTMENT  
IDAHO INDUSTRIAL COMMISSION  
700 S. CLEARWATER LANE  
BOISE, ID 83712**

Applications must be postmarked no later than August 1, 2016. Résumés and supplemental materials will be reviewed to select the most highly qualified candidates to participate in an interview examination. Application materials will not be returned.

The Industrial Commission encourages applications from individuals who qualify with or without reasonable accommodation. To request accommodations needed to participate in the application/interview process, call 208-332-7555. EEO/AA/VET Employer.

**OVERTIME NOTICE:**

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.